

Gil

MONSANTO CHEMICAL COMPANY
Texas City, Texas

PLAINTIFF'S EXHIBIT

MON-1482

July 2, 1956

To:

Subject: Induction Procedure for New Technical Employees

Attached are outlines of an induction procedure for new technical people which will be followed pending completion and approval of the orientation and induction manual. Will you please send copies to your supervisors concerned.

H. Adams
H. Adams

HA/ljp

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The new employee will be instructed by previous letter to report to the Employment Office and meet H. R. Bishop at 8:00 a.m. on the day he chooses to report.

At that time, Bishop will review the plans for the day, issue a medical slip, a W-4 form, and check housing needs.*

After the short visit, the new employee will be forwarded to his supervisor, who will take him by Myrtle Brock's office to sign the payroll as soon as possible.

He will spend the remainder of the morning with his supervisor who will also take him to lunch at company expense. *please include introduction to me.*

The new employee will report to First Aid for the preliminary portion of his physical at 1:00. First Aid will instruct him to be at the clinic at 9:00 a.m. the next day.

The supervisor makes a firm appointment with Mooney Stallings to discuss plant safety after 2:00 in the afternoon. Since Mr. Stallings is quite busy and often out of the office, a firm appointment is necessary.

If the new man needs housing assistance, the Employment Office will have had time to look into matters by midafternoon and the supervisor should allow him to work on this problem then.

The new employee will report to Beeler-Manske Clinic at 9:00 the second morning and have the major portion of his physical examination.

Following this, he will return to the Employment Office and report to H. R. Bishop to be fingerprinted and receive the orientation talk.

After this, he is returned to the supervisor to receive his assignment.

*Mr. Bishop will notify Beeler-Manske Clinic